

Michigan Department Education Michigan Electronic Grants System – *Plus* (MEGS+)

Review Comments Agency User's Guide

The Michigan Department of Education has implemented a new **Review Comments** feature in MEGS+. The Review Comments feature will replace the General Comments and Notes features in all applications for fiscal year 2016 and later. The General Comments and Notes will remain as is in all previous applications. New features with **Review Comments** include:

- Allowing agencies to make comments on any application page where a Review Comments window exists
- Allowing the reviewer to mark a comment in an application and require an agency response
- Interactive icons that provide a visual to assist with comment review
- Error check to ensure all required responses are addressed

To open any review comments window click the **Review Comments** button. Review comments windows are tied to specific pages within an application. If a page within an application does not have a Review Comments button that means it does not have a review comments window.

The screenshot displays the Michigan Electronic Grants System (MEGS+) interface. At the top, there is a navigation bar with links for [Michigan.gov](#), [Reports](#), [Administration](#), [Training Materials](#), and [Agencies](#). Below this, a secondary bar contains [Home](#), [Quick Search](#), and a welcome message for [Holly1 Norman](#) with a [Logout](#) link. A third bar features three buttons: [GLOBAL ERRORS](#), [REVIEW COMMENTS](#), and [SHOW HELP](#). A red arrow points to the [REVIEW COMMENTS](#) button. Below the navigation bars, a breadcrumb trail reads [Main Menu](#) > [Application Menu](#) > [View/Edit](#). The main content area displays the application title **Kalamazoo RESA - 39000**. Below the title, there are **Quick Links**: [View/Edit](#), [Change Status](#), [Management Tools](#), [Examine Related Items](#), and [View Comments](#). Further down, the application details are shown: **Application:** FY 2015 - CTE Perkins | **Status:** Modifications In Progress | **Security Level:** MEGS: Level 5 Authorized Official. The **Description:** is Wendy. At the bottom, there is a [Details](#) link with a small icon.

VIEW/EDIT MENU

The View/Edit Menu has a **Comments** column, and new icons for the **Status** column. The Comments column will list the date of the most recent comment, along with a number in parenthesis of the total number of comments on the page(s). The View/Edit Menu also has a review comments window that will display all comments for the application.

[Home](#) | [Quick Search](#)
Welcome, [Holly1 Norman](#) | [Logout](#)

[GLOBAL ERRORS](#)
[REVIEW COMMENTS](#)
[SHOW HELP](#)

[Main Menu](#) > [Application Menu](#) > [View/Edit](#)

Kalamazoo RESA - 39000

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2015 - CTE Perkins | **Status:** Modifications In Progress | **Security Level:** MEGS: Level 5 Authorized Official
Description: Wendy

[Details](#)

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page		11/12/2014 2:41:39 PM	
	CMS Final Expenditure Reports			
	General Information			
	CEPD CTE Administrators	12/02/2014(3)	11/7/2014 2:40:38 PM	Ms. Holly1 Norman 11/12/2014 1:45:15 PM
	Assurance of Participation of Private Non-Profit Schools	12/01/2014(1)	11/7/2014 2:40:38 PM	Ms. Holly1 Norman 11/12/2014 1:45:37 PM
	EAG and WDB Review of Perkins Federal Grant		11/7/2014 2:40:38 PM	Ms. Holly1 Norman 11/12/2014 1:46:03 PM
	CTE Perkins Coordinator Review		Ms. Holly1 Norman 11/12/2014 2:41:09 PM	
	Participating Agencies		Ms. Holly1 Norman 11/12/2014 2:43:33 PM	Ms. Holly1 Norman 11/12/2014 2:44:16 PM
	Consortium Members for Funding			
	Activity List			
	Activities (8)	03/12/2015(1)	Ms. Holly1 Norman 11/12/2014 2:45:19 PM	Ms. Holly1 Norman 11/12/2014 3:17:24 PM

AGENCY REVIEW COMMENTS:

Agencies have the opportunity to review, compose and respond to comments in their applications. Below is the review comments page for agencies. These pages look the same for each application page. As mentioned previously, there is a review comments page for the View/Edit page within each application. Each application page that has a review comments window will display comments for **that** application page only. The Review Comments window for the View/Edit Menu will display comments for **all** pages. Once an agency adds their comment information and clicks save it is automatically available for anyone to view.

Please note:

- Comments made by an agency cannot be edited or deleted.
- Agencies can add comments to their application at any time.
- Review consultants are not sent any sort of notification when a comment is added.
- Agencies are not sent any sort of notification when comments are added by the reviewer.

Agency view for composing comments:

Review Comments For Kalamazoo RESA 2015 CTE Perkins Application
[Received Comments](#) | [Comment Compose](#)

New Comment
Subject:
Comment:

0 of 2000

Comment History (All Comments, All Pages)

Page	Question	Comment	Author / Type	Timestamp
CTE Perkins Coordinator Review	N/A	RE: date of revision ok	Holly1 Norman Reply	12/4/2014 10:38:33 AM
CTE Perkins Coordinator Review	N/A	date of revision please provide anticipated date of revision and also attach it as a PDF to this app.	Monica Butler	12/4/2014 10:32:30 AM
CTE_Perkins	N/A	RE: valkdjflsk dfadfasdf	Holly1 Norman Reply	12/4/2014 10:26:35 AM
Activities	N/A	RE: nontraditional role models dfafdsadfsadf	Holly1 Norman Reply	12/4/2014 10:25:28 AM
CTE Perkins	N/A	RE: date of revision	Holly1	12/4/2014

SAVE ANSWERS/COMMENTS

Page Fields and Buttons:

Subject – Composer should include brief but detailed description of the comment.

Comment – The comment text allows for 2000 characters.

Save Answers/Comments – Saves the entered data as a new comment from the applicant for this review panel only. A timestamp should appear for the comment once it is saved.

Multi-instance Pages & Review Comments

Review comments **can** be set up to provide a separate review comments window for multi-instance pages. This would be as requested by the Program Office that administers the application. To open the review comments for a multi-instance page: (1) first select the page from the drop down, (2) click **Go** for the page to load, (3) then click **Review Comments** to open the window.

To open a review comments window for a multi-instance page:

The screenshot displays the MEGS+ Demo Environment interface. At the top, the header includes the Michigan Education logo, the text "MEGS+ Michigan Electronic Grants System Plus", and the "Demo Environment" label. Navigation links for "Michigan.gov", "Reports", "Administration", "Training Materials", and "Agencies" are present. A user welcome message for "Holly1 Norman" and a "Logout" link are also visible. Below the header, a row of buttons includes "SAVE", "ADD", "DELETE", "PRINT VERSION", "GLOBAL ERRORS", and "REVIEW COMMENTS". A red arrow labeled "3" points to the "REVIEW COMMENTS" button.

The main content area shows a breadcrumb trail: "Main Menu > Application Menu > View/Edit > Activities". Below this, the title "Kalamazoo RESA - 39000" is displayed, followed by "Quick Links" for "View/Edit", "Change Status", "Management Tools", "Examine Related Items", and "View Comments".

Application details are listed: "Application: FY 2015 - CTE Perkins", "Status: Modifications In Progress", "Security Level: MEGS: Level 5 Authorized Official", and "Description: Wendy".

User information is shown: "Created By: Norman, Ms. Holly1 on 11/12/2014 2:45:19 PM" and "Modified By: Norman, Ms. Holly1 on 11/12/2014 2:45:57 PM".

The "ACTIVITIES" section is highlighted with a red arrow labeled "1". It contains a list of activities under the "Page Title:" header:

- 1S1 – Academic Attainment/Reading Support
- 1S2 – Academic Attainment/Mathematics Professional Development
- 2S1 – Technical Skill Attainment Program Improvement
- 3S1/4S1 – Secondary School Completion / Student Graduation Rates Attendance
- 3S1/4S1 – Secondary School Completion / Student Graduation Rates Postsecondary Options
- 5S1 – Secondary Placement Skills for Placement
- 6S1 – Nontraditional Participation Career Awareness
- 6S2 – Nontraditional Completion Role Models

A red arrow labeled "2" points to the "GO" button next to the activity list.

Instructions for the activities section are provided:

Instructions:

1. Select a CPI; click SAVE
2. Select an Activity, click SAVE
3. Complete the expected outcomes and evidence
4. Click SAVE
5. To add more CPI/Activities, click ADD and repeat Steps 1-4.

Multi-instance page that has comments that require a response:

If review comments is set up for each individual page you will note in the drop down which pages (if any) **Requires Action**. The Requires Action pages would be where the application reviewer has left comments that require a response.

[Home](#) | [Quick Search](#) Welcome, [Holly1 Norman](#) | [Logout](#)

[SAVE](#) [ADD](#) [DELETE](#) [PRINT VERSION](#) [GLOBAL ERRORS](#) [REVIEW COMMENTS](#)

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > [Activities](#)

Kalamazoo RESA - 39000

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2015 - CTE Perkins | **Status:** Modifications In Progress | **Security Level:** MEGS: Level 5 Authorized Official
Description: Wendy

Created By: Norman, Ms. Holly on 11/12/2014 2:45:19 PM
Modified By: Norman, Ms. Holly on 11/12/2014 2:45:57 PM



Page Title: (Requires Action) 1S1 – Academic Attainment/Reading Support GO



ACTIVITIES

Instructions:

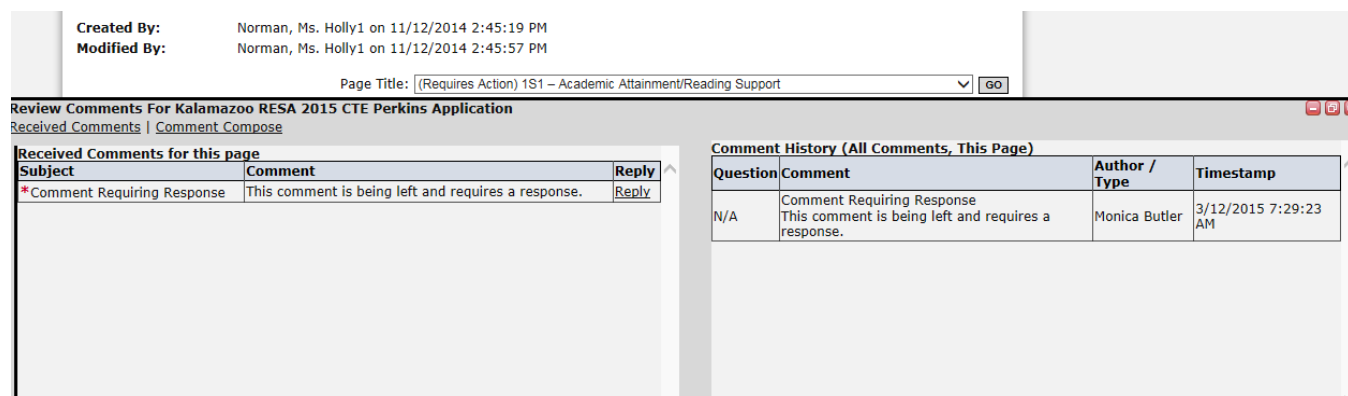
1. Select a CPI; click SAVE
2. Select an Activity, click SAVE
3. Complete the expected outcomes and evidence
4. Click SAVE
5. To add more CPI/Activities, click ADD and repeat Steps 1-4.

Received Comments & Replying to a “Requires Response”:

This section is used to allow the agency to review and respond to comments from application reviewers. Agencies will note on the View/Edit page which application pages have general comments left by the reviewer; a  icon will appear next to the corresponding page. These comments are for informational purposes only and **do not** require a response. If a page within an application has a comment that **requires a response** the agency should see a  on the View/Edit page indicating where a there is a required response.

In order to review comments agencies should click the **Received Comments** tab in the review comments window. Comments that require a reply are marked with a red asterisk in the **Received Comments** section. An agency cannot re-submit an application until they provide the required response. After an agency responds to the comment and clicks save the  will change to a  on the View/Edit page indicating the required work for that page is complete.

The red asterisk (*) shows which comments require a response:



Created By: Norman, Ms. Holly1 on 11/12/2014 2:45:19 PM
Modified By: Norman, Ms. Holly1 on 11/12/2014 2:45:57 PM

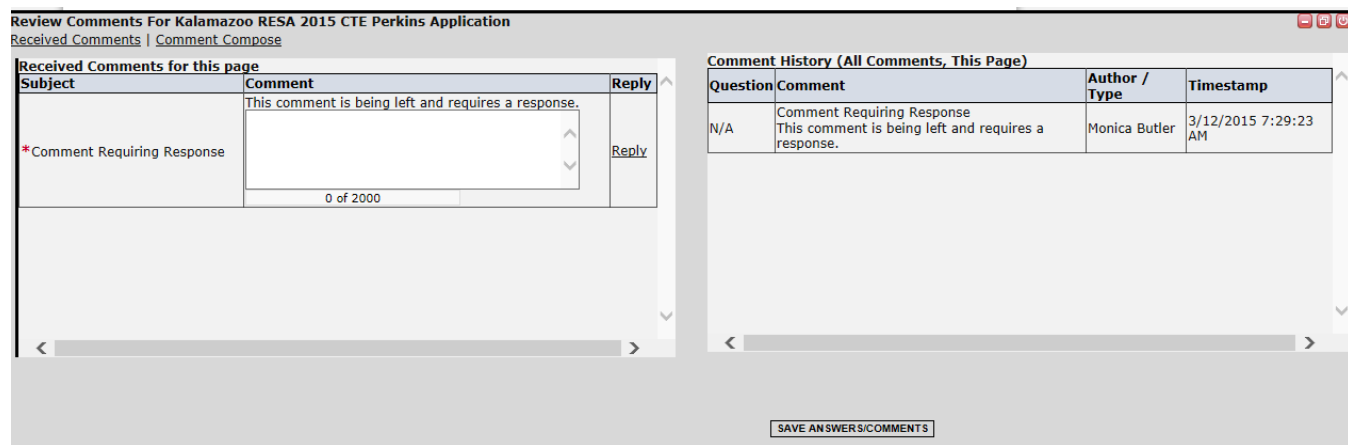
Page Title: (Requires Action) 1S1 – Academic Attainment/Reading Support

Review Comments For Kalamazoo RESA 2015 CTE Perkins Application
[Received Comments](#) | [Comment Compose](#)

Received Comments for this page		
Subject	Comment	Reply
*Comment Requiring Response	This comment is being left and requires a response.	Reply

Comment History (All Comments, This Page)			
Question	Comment	Author / Type	Timestamp
N/A	Comment Requiring Response This comment is being left and requires a response.	Monica Butler	3/12/2015 7:29:23 AM

When the agency clicks **Reply** the following comment box opens. When finished with the response the agency will click **Save Answers/Comments** located under the Comment History section.



Review Comments For Kalamazoo RESA 2015 CTE Perkins Application
[Received Comments](#) | [Comment Compose](#)

Received Comments for this page		
Subject	Comment	Reply
*Comment Requiring Response	<div>This comment is being left and requires a response.</div> <div>0 of 2000</div>	Reply

Comment History (All Comments, This Page)			
Question	Comment	Author / Type	Timestamp
N/A	Comment Requiring Response This comment is being left and requires a response.	Monica Butler	3/12/2015 7:29:23 AM

Response was saved and now appears in the Comment History box.

Review Comments For Kalamazoo RESA 2015 CTE Perkins Application
Received Comments | Comment Compose

Received Comments for this page

Subject	Comment	Reply
*Comment Requiring Response	This comment is being left and requires a response.	Reply

Comment History (All Comments, This Page)

Question	Comment	Author / Type	Timestamp
N/A	RE: Comment Requiring Response This is the required response	Holly1 Norman Reply	3/12/2015 7:37:14 AM
N/A	Comment Requiring Response This comment is being left and requires a response.	Monica Butler	3/12/2015 7:29:23 AM

SAVE ANSWERS/COMMENTS

Page Fields and Buttons:




Subject – This displays the subject for the comment.

Comment – This displays the comment and a box for the Agency to reply.


Reply – Clicking this link displays a Reply textbox, allowing the user to submit a reply for the selected comment.

Save Answers/Comments – Saves the entered data as a new comment reply.



ERROR CHECKS

Agency Error: “A response is required for one or more comments.” – If any comments have been added by the reviewer and **Require Response**, the agency is required to respond. If a reply comment has not been made, the error above will appear. To resolve the error review the View/Edit page icons and look for the pages with the . Open the page review comments window, click **Received Comments** tab, select Reply to the comments with a red asterisk (*), provide an appropriate response, click **Save Answers/Comments**. The  on the View/Edit page should change to a  if all responses have been addressed.

ICONS

The icons on the View/Edit page provide a guide for what is complete () and will be key in determining where work has yet to be done in relation to application review.

Agency Status Icons – the following icons will appear for agencies when certain conditions are met:

- Comment From Consultant to Agency, **requires** response: 
- Comment From Consultant to Agency, response **not required**: 
- Comment Responded to by Agency: 